



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	RELEASE DATE:	Friday, August 20, 2010
POSITION TITLE:	Chief, Health Care Human Resources, Field Operations	FINAL FILING DATE:	Thursday, September 2, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08202010_1

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Health Care Human Resources (HCHR), the Chief, Health Care Human Resources, Field Operations, through subordinate staff, is responsible for all day to day field HCHR activities and serves as a key executive on the activation team to develop staffing policies and protocols relating to the activation of all new and newly expanded correctional facilities' health care component as part of prison health care reforms outlined in the Receiver's Turnaround Plan of Action and responsible for ensuring excellent customer service is provided to the field staff who are in the area of Human Resources (HR) including expedited hiring and the processing of administrative payroll and benefits under the authority of the Federal Receiver. The incumbent will be responsible for the oversight and direction of HR-activation activities including the development of all HR related policies and protocols and the creation of the support and infrastructure for the pre-activation and activation teams and staff providing services to adult inmate patients.

Duties include, but are not limited to:

Serve as the chief policymaker for HR activities during construction and activation of new and expanded correctional facilities; provide vital input into high level policy and program decisions; coordinate and collaborate with other HR executives and managers within California Prison Health Care Services and California Department of Corrections and Rehabilitation; assist in establishing and implementing strategic and tactical staffing objectives; work routinely with other high level administrators; and influence broad policies and procedures.

Provide executive level advice and policy guidance for the development and implementation of effective infrastructure given the varied missions of each facility; ensure that existing programs effectively interface with pre-activation and activation teams; ensure that each new or expanded correctional facility has adequate resources to open on time and to handle its workload.

Identify the policies, functions, tasks, and activities necessary for the successful and timely activation of the facilities; provide oversight and direction of HR activities at the facilities including

the development of all HR resources policies and protocols, staffing plans and the creation of the HR support and infrastructure for each facility.

Work collaboratively with medical, administrative and custody staff, as well as administration and community representatives to create understanding of the culture shift in inmate patient health care including creating of the appropriate environment, organizational culture, team approach, and patient oriented focus necessary to achieve the Receiver's goals.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;

analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Broad and extensive experience in a management function involving diverse personnel services in numerous program areas.
- Experience in the formulation and implementation of procedures, policies, and programs related to functions involving hiring, benefits administration, and personnel management.
- Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.
- Experience in providing executive level advice and consultation to Department management, Federal Court Receiver's Office, and/or control agencies regarding the establishment of new positions and/or classification, recruitment, selection, and retention of staffing levels necessary to provide adequate delivery of medical care, including resolution of technical and procedural issues.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multi-disciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer services, training, motivating staff, recognition and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with legislators, local government

jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Manager III, including the execution and or/evaluation of program policies. Experience which demonstrates the ability to implement HR policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Health Care Human Resources, Field Operations**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Xiong Her | 916-445-1414 | Xiong.Her@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CPHCS Human Resources, located at 501 J Street, Suite 350, Sacramento, CA.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>